



Dear Prospective Combined Charity Campaign Applicant:

Thank you for your interest in the 2009 and 2010 Combined Charity Campaigns for Baltimore City, Maryland. **To be considered for inclusion as a participating agency for both the 2009 and 2010 campaigns, please print this application package and submit a completed, notarized application, and full attachments on or before 4:00 p.m. on Monday, March 2, 2009 to:**

Mr. Edward J. Gallagher
Chair, Combined Charity Committee
454 City Hall
100 Holliday Street
Baltimore, Maryland 21202

Applications that are faxed, e-mailed, or received after the deadline will not be considered and your agency will not be included in the 2009 Combined Charity Campaign for Baltimore City, Maryland. Absolutely no exceptions will be made.

Determination letters will be mailed by April 2009. All approved agencies are required to renew its application every odd year. Therefore, if your application is approved for the 2009 and 2010 campaigns, you will be required to renew your application for participation in the 2009 and 2010 campaigns. Please note that if your agency's application is rejected this year, you may reapply next year for consideration in the 2010 Combined Charity Campaign.

If you have any questions or are experiencing difficulty downloading this application package, please contact Ms. Tammy Horton at 410-396-4951.

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All questions must be completely answered. This application must be signed, notarized and accompanied by all required attachments. Completed applications must be in 454 City Hall no later than 4:00 p.m. on Monday, March 2, 2009. Absolutely no exceptions will be made to this deadline.

Please print or type all information.

1. _____
Name of Organization
2. _____
Address of Principal Office
3. _____
City/State/Zip Code
4. _____
Telephone Number (for public use) Facsimile Number
5. _____
Contact Person
6. Describe (in 25 words or less) the organization's main services and activities. If selected for participation, this statement may be published along with certain information from Items 1 through 4 above. (Facsimile number will not be published.)

7. How many members make up the governing body (e.g. Board of Directors, Trustees, etc.)?

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8. How many members of the governing body are salaried or receive other benefits? _____

9. Does the organization currently possess a valid 501(C)(3) designation letter from the United States Internal Revenue Service (IRS) and is the organization currently eligible to receive tax deductible contributions?

Yes _____ **Attach copy of IRS designation letter**

No _____

10. Is the organization currently registered as a charitable organization with the Maryland Secretary of State?

Yes _____ **Attach copy of letter from Maryland Secretary of State
showing current registration**

No _____ If not currently registered, state reason for not being registered:

**If your organization has a religious exemption, attach copy
of letter from Maryland Secretary of State showing religious
exemption.**

11. Briefly describe charitable function(s) performed in the Baltimore Metropolitan Area (Baltimore Metropolitan Area consists of Anne Arundel County, Baltimore City, Baltimore County, Carroll County, Harford County and Howard County).

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12. How long has the organization performed its functions? _____

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13. Has your organization filed or been placed in voluntary or involuntary bankruptcy or been subjected to any type of Receivership proceedings including, but not limited to, an Assignment for the Benefit of Creditors? Are there any judgments or old indebtedness or any other obligations that would prevent your organization from using Combined Charity Campaign contributions for anything other than your 501(C)(3) functions?

Yes _____ No _____

If so, please explain fully:

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SECTION III

In compliance with the spirit and intent of the USA Patriot Act and other counterterrorism laws, the Combined Charity Campaign requests that each eligible agency ("organization") certify that it is in compliance with this compliance program.

Check the Appropriate Box to Indicate Your Compliance With Each of the Following:	Comply	Do Not Comply
This organization is not on any federal terrorism "watch lists," including the list in Executive Order 13224, the master list of specially designated nationals and blocked persons maintained by the Treasury Department, and the list of Foreign Terrorist Organizations maintained by the State Department.	<input type="checkbox"/>	<input type="checkbox"/>
This organization does not, will not and has not knowingly provided financial, technical, in-kind or other material support or resources* to any individual or entity that is a terrorist or terrorist organization, or that supports or funds terrorism.	<input type="checkbox"/>	<input type="checkbox"/>
This organization does not, will not and has not knowingly provided or collected funds or provided material support or resources with the intention that such funds or material support or resources be used to carry out acts of terrorism.	<input type="checkbox"/>	<input type="checkbox"/>
This organization does not, will not and has not knowingly provided financial or material support or resources to any entity that has knowingly concealed the source of funds used to carry out terrorism or to support Foreign Terrorist Organizations.	<input type="checkbox"/>	<input type="checkbox"/>
This organization does not re-grant to organizations, individuals, programs and/or projects outside of the United States of America with out compliance with IRS guidelines.	<input type="checkbox"/>	<input type="checkbox"/>
This organization takes reasonable, affirmative steps to ensure that any funds or resources distributed or processed do not fund terrorism or terrorist organizations.	<input type="checkbox"/>	<input type="checkbox"/>
This organization takes reasonable steps to certify against fraud with respect to the provision of financial, technical, in-kind or other material support or resources to terrorists and terrorist organizations.	<input type="checkbox"/>	<input type="checkbox"/>

* In this form, "material support and resources" means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safehouses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.

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I, _____ do
(Name of Chief Executive Officer or Other Responsible Person)

hereby certify that _____
(Name of Organization)

is in compliance with all applicable federal, state, and local laws. It is further certified that this completed application and its attachments are true to the best of my knowledge and belief. I consent and agree that if designated as a participating agency, all funds realized will be utilized solely for our 501(C)(3) functions, less reasonable administrative costs.

Signature of Chief Executive Officer
or Other Responsible Person

Date

Subscribed and sworn to before me, in my presence, this _____ day of _____, 2009.

A notary public in and for the _____ of _____, State of _____.

NOTARY PUBLIC

My commission expires _____, 20____.

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Please indicate whether the following required documentation is attached to your application:

Attachment 1 Yes_____ No_____

Copy of currently valid IRS letter designating organization as a 501(C)(3) agency.

Attachment 2 Yes_____ No_____

Copy of currently valid Articles of Incorporation, by-laws if available, or other governing instrument.

Attachment 3 Yes_____ No_____

Copy of 2009 operating budget signed by the Chief Executive Officer or other responsible person.

Attachment 4 Yes_____ No_____

List of the names and mailing addresses of all members of the organization's Board of Directors or other governing body.

Attachment 5 Yes_____ No_____

Signed copy of 2007 Internal Revenue Service Tax Form 990. If your organization does not file a Form 990, you must submit a copy of the fiscal ending 2007 audited annual financial statement prepared by a Certified Public Accountant, or the fiscal ending 2007 annual financial report approved by the Board of Directors or other governing body and signed and certified by the Chief Executive Officer or other responsible person.

Attachment 6 Yes_____ No_____

Copy of Certificate or letter from the Maryland Secretary of State showing current registration as a Charitable Organization. If your organization has a religious exemption, attach a copy of letter from Maryland Secretary of State showing religious exemption.

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If you would like the City to acknowledge receipt of your application, please fill in below the name of your organization as it appears on page 1 of your application and enclose this page and a self-addressed, stamped envelope with your application. This page will be signed, dated and returned to your organization.

This is to acknowledge receipt of the application of:

(Name of Organization)

is requesting that it be designated as a participating agency in the 2009 & 2010 Combined Charity Campaigns for Baltimore City, Maryland.

DO NOT SIGN THIS PAGE. TO BE COMPLETED BY A CITY OF BALTIMORE REPRESENTATIVE.

Acknowledged by: _____

Signature

Date